

Be sure to visit the OHR Resource Library for additional training information
<http://www.montgomerycountymd.gov/content/ohr/index.cfm>



FY05 Training Program

CORE BUSINESS SYSTEMS



**Core
Business
Systems**



Montgomery County
Office of Human Resources
Staffing and Organizational Development
240-777-5000

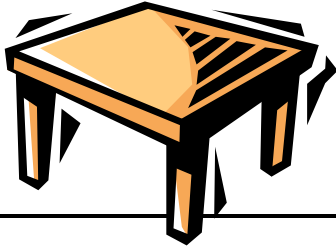


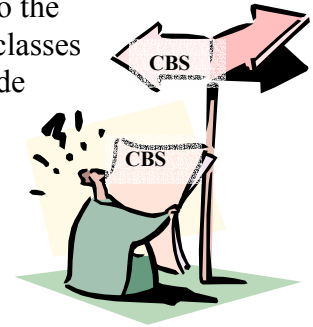
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Why Should I Read This Brochure?

This brochure will walk you through all the policies and procedures related to the Core Business Systems (CBS) training program, provide guidance in which classes to take, give you the current training schedule and course descriptions, provide instructions on how to register, and provide copies of the required security forms. You will also be directed to other helpful resources.



The CBS training program is a partnership between the Department of Finance, Office of Human Resources, Office of Procurement, Office of Management and Budget, County Attorney's Office, and Department of Technology Services to provide end user training and certification on the County enterprise financial, budget, contracting and procurement system. We continually strive to ensure that the training is up-to-date and user-friendly. We welcome your feedback on how we can provide better training support.

The Big Picture:

An overview of the Core Business System Training Program

The Core Business System is an on-line, integrated financial, procurement, personnel, and budget management information system. Features include:

FAMIS (Financial Accounting Management Information System)

- On-line access to financial data
- On-line payments

ADPICS (Advanced Purchasing & Inventory Control System)

- On-line direct purchase order vouchers
- On-line purchase orders against contracts
- Requisitions posted to FAMIS
- On-line access to procurement data

EOS (Electronic Output Solutions)

- On-line Electronic reports
- Ad hoc reports

eCONTRACT

- Electronic Contract Development and Management

BPREP (Budget Preparation)

- Budget System
- Financial Data transferred from FAMIS
- Use of CIP and operating budget

HCM (Human Capital Management)

- On-line queries and reports from Human Resources Management System-HRMS

The Core Business Systems' trainers have designed a training plan for FY04 to help you plan your

CBS training, which includes the following classes on the CBS components:

Classes for FAMIS –Financial Information & Processing include:

FAM 1	FAMIS INQUIRY AND REPORTING
FAM 2	FAMIS INQUIRY GRANTS AND PROJECTS
FAM 3	FAMIS FINANCIAL PROCESSING

Classes for ADPICS – Procurement Information & Processing include:

ADPICS 1	REQUISITION PROCESSING AND DIRECT PURCHASE PROCESSING
ADPICS 2	VOUCHER AND RECEIVING PROCESS
ADPICS 3	ADPICS ON-LINE INQUIRIES
ADPICS 4	APPROVAL PROCESSING



Class on EOS Reports

EOS	ENTERPRISE OUTPUT SOLUTION (Formerly “ERD”)
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Class on eContract

EC	INTRODUCTION TO E-contract
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Detailed information on class content is listed in the individual course bulletins. Training classes for BPREP and HCM are announced separately to authorized users.

CBS Access, Security, and Certification

REQUESTING ACCESS

Access to any of the CBS products (FAMIS, ADPICS, BPREP, EC, and EOS) is authorized by the department head or designated budget administrator. Employees seeking access must bring the appropriate request form, completed by their department, to the class.

- Requesting Access to FAMIS and ADPICS: The Core Business On-Line Security Access Form must be completely filled out with the employee's User ID number and have all the appropriate departmental signatures. The employee must bring a copy of the Core Business On-line Security Access Form with them to each training class for which they are enrolled.

Upon successful completion and/or certification, the Core Business System trainer forwards the *On-Line Security Access Form* to the Help Desk to grant access to the employee for only those system processes for which the employee has been certified. The On-Line Security Access Form is then sent to Tech Services to grant employee access to the system related to the class to which the employee has been certified. The **User ID Number** must be filled in on the On-Line Security Access Form in order for the HELP Desk to grant access to the employee.

- Requesting Access to EOS: Employees must submit a completed DTS EOS System Security Approval Form.

- Requesting Access to BPREP: All access to BPREP is controlled through the department's lead budget contact and OMB. Specific information about BPREP classes is sent to departments just prior to the "budget season."
- Requesting Access to eContract: Access to eContract is authorized by the County Attorney's Office. Contract Mangers from interested departments must contact the County Attorney's Office to coordinate permissions.
- Requesting Access to HCM: Access to HCM is authorized by the Office of Human Resources only for employees required by their department to access confidential information with and recommended to OHR. Interested departments must contact OHR to coordinate permissions.

SECURITY

All Core Business Systems users are required to sign a Security Agreement upon receiving an access code. This agreement is an understanding and an agreement to the following:

- User has access to confidential personnel information and financial data. The user is responsible for the proper use and security of the information, including printed reports.
- The user is responsible for the security of their access code to the system and must not permit any other employee or individual the use of this data by borrowing the user's identification code.
- Improper use of this information or of the access code may result in a disciplinary action under the Montgomery County Ethics Law, Chapter 19A, Montgomery County Code or prosecution under Maryland Code, Article 27, and Section 146.

See appendix for copies of forms or visit <http://portal.mcgov.org/finance/finance.html>.

CERTIFICATION

The purpose of the certification process is to evaluate the proficiency of students in meeting the course objectives. The instructors will direct the certification process at the end of the course. You must demonstrate competency through the completion of hands-on exercises that cover the material taught during the class. In some cases, the certification process may include answering multiple choice and or true/false questions. The following classes require the employee to pass a certification test prior to having access to the system:

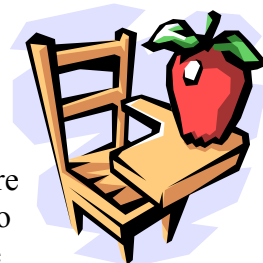
- FAM 3 FAMIS Financial Processing
- ADPICS 1 Requisition Processing And Direct Purchase Processing
- ADPICS 2 Voucher And Receiving Process
- ADPICS 4 Approval Processing

DENIAL OF CERTIFICATION - A user who *can not demonstrate* minimum proficiency by completing the practical exercise and/or object questions may be denied certification. The instructor will take the following steps when certification is denied:

- Identify and discuss with the students the areas where improvement is needed;
- Send a memorandum to user's department stating the areas where improvement is needed and the steps necessary to complete certification; and,
- Schedule additional training for the developmental areas and a date for re-administering the certification examination.

WHAT CLASSES SHOULD I TAKE?

The classes you will need will be determined by what your responsibilities are and which “type of CBS User” you want to be. Use the descriptions below to determine your “User Type.” After that, go to the class selection table to see which classes are required, recommended or optional for the type of user.



TYPES OF CORE BUSINESS SYSTEMS USERS

Employees given security access and enrollment into training will fall into one of the following categories. Approvers may not simultaneously be granted security access as Preparers (and vice-versa).

APPROVER - An employee who has *signature authority* for ADPICS/FAMIS. This employee has been granted signature authority and is responsible for the department/division/office financial transactions such as approving purchase orders and payments. Departments are encouraged to designate back up Approvers to avoid delays when the primary Approver is not available. An employee with Approver status should not also be a preparer.

PREPARER - Employee for whom knowledge of the system is essential for performing the day-to-day duties and tasks associated with FAMIS/ADPICS. Duties to include ordering items, preparing requisitions, processing direct purchase orders, making payments, preparing journal entries, etc. Departments are encouraged to designate back up preparers to avoid delays when the primary preparer is not available.

INQUIRY USER - An employee who makes inquiries into the department's financial information, but is neither responsible for transactions or approvals.

REVIEWER - An employee who verifies the correct preparation of a Requisition Orders (RQ) or other transaction prior to its referral to the Approver for authorization.

DEVELOPMENTAL - Employees with Reduction in Force (RIF) priority seeking jobs requiring ADPICS or FAMIS.

REFRESHER - Employees with current CBS Security Access who may need to brush up or practice their skills. Training participation should be consistent with current security access as Approver, Reviewer, Preparer, or Inquiry User.

Be sure to check out Web TV: CBS Refresher Videos. See flyer in the Appendix.

CLASS SELECTION

Use the table below to determine which classes are recommended for each user type. Reviewers and Approvers are strongly encouraged to take ADPICS 1 to gain an understanding of the requisition process. All Preparers must take ADPICS 1 prior to taking any other classes. Approvers or Preparers are encouraged to take any of the inquiry classes, which may apply, to their specific responsibilities.

User Category	Key Responsibilities in CBS	Recommended Classes	Certification Requirements
APPROVER	Has signature authority to authorize financial transactions such as approving RQs, purchase orders and payments.	ADPICS 1 Requisition Processing and Direct Purchase Processing ADPICS 4-Approval Processing ADPICS 3- Inquiries FAMIS 1-Inquiries & Reporting	Successfully complete ADPICS 4.
PREPARER in ADPICS	Creating requisitions (RQs), Purchase Orders (PO) against contracts Creating Direct Purchase Orders (DPO) Processing payments against PO or DPO Processing Direct Vouchers	ADPICS 1 Requisition Processing And Direct Purchase Processing (First) ADPICS 2 Voucher And Receiving Process	Successfully complete ADPICS 1 ADPICS 2
PREPARER in FAMIS	Creating journal entries Creating budget entries Accounts payables	ADPICS 1 Requisition Processing And Direct (Optional) FAM 3- Financial Processing	FAM 3
INQUIRER	As component of program management keep abreast of expenditures, balances or status of payments	ADPICS 1 Requisition Processing And Direct ADPICS 3-Inquiries FAM 1-Inquiries FAM 2: FAMIS Inquiry Grants & Projects EOS-Enterprise Output Solution (FAMIS data)	
REVIEWER	Verifies correct preparation of a RQ or other transaction prior to its referral to the Approver	ADPICS 4-Approval Processing	Successfully complete ADPICS 4.

BUDGET PREPARER	Individuals designated by department/and OMB to prepare and modify the department's budget.	B-Prep-Budget Preparation	Successfully complete B-Prep
CONTRACT PREPARER	Individuals designated by the department with the approval of the County Attorney's Office to prepare and amend contract for the County.	e-Contract	Successfully complete e-contract

INSTRUCTORS

Training is conducted by:

<u>Finance, Systems Control</u>	<u>Procurement</u>	<u>OMB</u>	<u>DTS</u>	<u>County Attorney's Office</u>
Marianne Stevenson Matthew Rosenstock	Ed Stockdale John Lee	David Mack	Mike Butler	Ida Hsu
ADPICS 2, 4, FAMIS 1, 2, & 3	ADPICS 1 & 3	BPREP	EOS	EC

TRAINING APPROACH AND CLASS SIZE

The CBS training approach includes classroom lectures, hands-on practice, certification exercises, and a certification exam for some levels of access. Each course is specifically developed to provide practical skills needed back on the job. Other supporting training material such as: glossary of terms, step-by-step procedures, and a reference guide will be provided. To maximize the students learning, class size will be limited to (10) ten students per class. All classes will start promptly at their scheduled time.

Prior to attending training, participants should have basic computer skills (such as: knowledge of keyboard and function keys) and knowledge of any department specific CBS policies and procedures. Employees must have supervisory approval prior to registering for any County class.

HOW DO I REGISTER?

**AUTOMATED TRAINING
REGISTRATION LINE
240.777.5122**

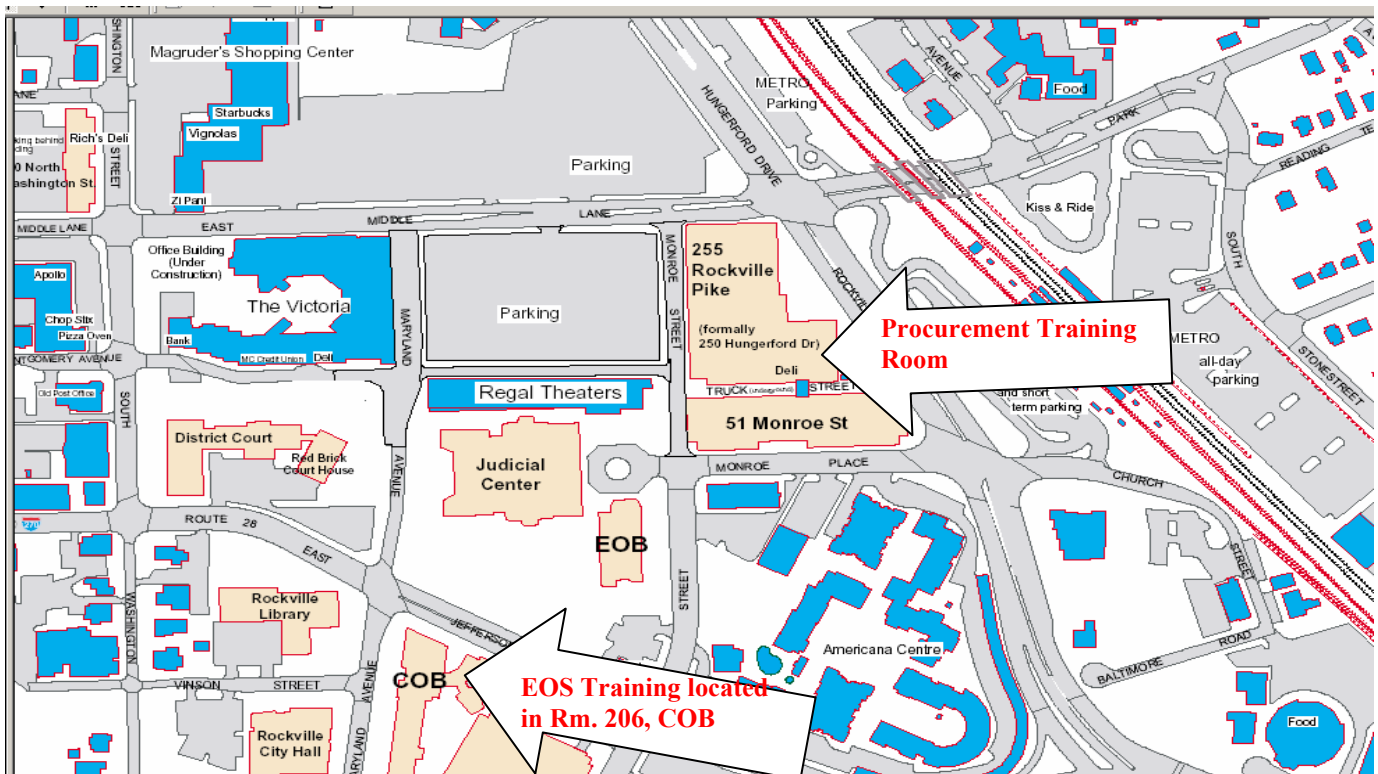
After you determine which classes to take, review the CBS training schedule, and talk to your supervisor. When you're ready to enroll:

- Call the **Automated Training Registration Line: 240-777-5122**.
- You can complete the registration by answering questions or using the telephone key pad. Be sure to have the class ID number (listed on the class description) ready.
- See the "Using the Automated Registration Line" flyer for step by step instructions in the appendix, for additional instructions.
- If space is available in the class, a registration acknowledgement will be sent immediately. If the class is full, select the waiting list option. You will be automatically notified if an opening occurs. A week prior to the class, you will receive a confirmation.
- You may also use the Training Line to obtain copies of class descriptions, a current calendar, a copy of your personal schedule and transcript, or a class withdrawal.



TRAINING FACILITY

Core Business Systems training classes are scheduled in the Office of Procurement's training room which is located at the Rockville MetroCenter, 255 Rockville Pike, 2nd floor, Rockville, Maryland. The DTS Training Room is located in the Council Office Building, Room 206100 Maryland Avenue, Rockville.



WITHDRAWAL NOTIFICATION

Withdrawal from a scheduled class should occur no later than three working days prior to the date of the class. Employees who do not notify the Training Staff of their withdrawal may jeopardize their enrollment in other classes. To withdraw from a scheduled class, please call 240-777-5122 and select the “withdraw from a class” option. If you need additional help please call the OHR Training Staff on 240-777-5116, or fax us a note on 240-777-5128. Instructions on using the Automated Training Line is in the Appendix

INCLEMENT WEATHER AND SNOW POLICY:



Classes will be canceled when:

- Montgomery County Public Schools are delayed or closed
- County Government is closed or
- County employees are placed on liberal or administrative leave due to inclement weather.

Employees will be enrolled in a make-up class or the next available session.

The OHR team will attempt to notify you if a class is cancelled. If you are unsure of the class status, please call 240-777-5066 prior to leaving for the class to listen to a recording the status of classes.



CBS Classes at a Glance

All ADPICS and FAMIS classes are scheduled in the Procurement Training Room. EOS is scheduled in Rm. 206, COB. All sessions are 3 hours long. Call 240-777-5122 for calendar updates and e-contract classes. Class# follows class name.

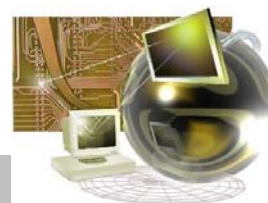


Call 240-777-5122 to register.

SEPTEMBER 2004						
S	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	S
			1	2	3	4
5	6	7	8 ADPICS 1 @ 9 am #60552	9	10	11
12	13	14	15 EOS @ 9am #60940	16	17	18
19	20	21 FAM 1 @ 9 am #60152 FAM 3 @ 1 pm #60451	22 ADPICS 4 @ 9 am #60854 FAM 2 @ 9AM #60236	23 ADPICS 2 @ 9 am #60651	24	25
26	27	28 ADPICS 3 @ 9 am #60023	29	30		

OCTOBER 2004						
S	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	S
					1	2
3	4	5. ADPICS 1 @ 9 am #60553	6	7	8	9
10	11	12	13	14	15	16
		19 FAM 1 @ 9 am #60153 FAM 3 @ 1 pm #60452	20 ADPICS 4 @ 9 am #60855	21 ADPICS 2 @ 9 am #60652	22	23
24	25	26	27	28	29	30 & 31

CBS Classes at a Glance



NOVEMBER 2004						
S	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	S
	1	2	3 ADPICS 1 @ 9 am #60554	4	5	6
7	8	9	10 EOS @ 9 am #60941	11	12	13
14	15	16 FAM 1 @ 9 am #60154 FAM 3 @ 1 pm #60453	17 ADPICS 4 @ 9 am #60856 FAM 2 @ 1 pm #60237	18 ADPICS 2 @ 9 am #60653	19	20
21	22	23 ADPICS 3 @ 9 am #60740	24	25	26	27
28	29	30				

DECEMBER 2004						
S	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	S
			1	2	3	4
5	6	7. ADPICS 1 @ 9 am #60555	8	9	10	11
12	13	14 FAM 1 @ 9 am #60155 FAM 3 @ 1 pm #60454	15 ADPICS 4 @ 9 am #60857	16 ADPICS 2 @ 9 am #60654	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2005						
S	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	S
1&2	3	4	5	6	7	8
9	10	11. ADPICS 1 @ 9 am #60566	12	13	14	15
16	17	18 FAM 1 @ 9 am #60156 FAM 3 @ 1 pm #60455	19 ADPICS 4 @ 9 am #60858 FAM 2 @ 1 pm #60238	20 ADPICS 2 @ 9 am #60655	21	22
23	24	25. ADPICS 3 @ 9 am #60741	26 EOS @ 9 am #60942	27	28	29
30	31					

CBS Classes at a Glance



<i>FEBRUARY 2005</i>						
S	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	S
		1 ADPICS 1 @ 9 am #60557	2	3	4	5
6	7	8	9	10	11	12
13	14	15 FAM 1 @ 9 am #60157 FAM 3 @ 1 pm #60456	16 ADPICS 4 @ 9 am #60859	17 ADPICS 2 @ 9 am #60656	18	19
20	21	22	23	24	25	26
27	28					

<i>MARCH 2005</i>						
S	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	S
		1 ADPICS 1 @ 9 am #60558	2	3	4	5
6	7	8	9	10	11	12
13	14	15 FAM 1 @ 9 am #60158 FAM3 @ 1 pm #60457	16 ADPICS 4 @ 9 am #60860 FAM 2 @ 1 pm #60239 EOS @ 9 am #60943	17 ADPICS 2 @ 9 am #60657	18	19
20	21	22 ADPICS 3 @ 9 am #60742	23	24	25	26
27	28	29	30	31		

<i>APRIL 2005</i>						
S	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	S
					1	2
3	4	5 ADPICS 1 @ 9 am #60559	6	7	8	9
10	11	12	13	14	15	16
17	18	19 FAM 1 @ 9 am #60159 FAM3 @ 1 pm #60458	20 ADPICS 4 @ 9 am #60861	21 ADPICS 2 @ 9 am #60657	22	23
24	25	26	27	28	29	30

MAY 2005						
S	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	S
1	2	3	4 ADPICS 1 @9am #60560	5	6	7
8	9	10	11	12	13	14
15	16	17 FAM 1 @9 am #60160 FAM 3 @1 pm #60459	18 ADPICS 4 @ 9 am #60862 FAM 2 @ 1pm #60240	19 ADPICS 2@ 9 am #60659	20	21
22	23	24 ADPICS 3 @ 9 am #60743	25 EOS 9 am #60944	26	27	28
29	30	31				

June-July-August 2005						
S	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	S
Classes are not scheduled during this period to allow Fiscal Year End Processing Call 240.777.5045 to be put on a waiting list						

CLASS DESCRIPTIONS

FAMIS INQUIRY AND REPORTING (FAM. 1)

SESSIONS

September 21, 2004

9:00 a.m. – 12:00 noon

Class ID #: 60152

October 19, 2004

9:00 p.m. – 12:00 noon

Class ID #: 60153

November 16, 2004

9:00 a.m. – 12:00 noon

Class ID #: 60154

December 14, 2004

9:00 a.m. – 12:00 noon

Class ID #: 60155

January 18, 2005

9:00 a.m.– 12:00 noon

Class ID #: 60156

February 15, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60157

March 15, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60158

April 19, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60159

May 17, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60160

Course Objectives:

To have a clear understanding of:

- Key terms
- How to sign-on to the system
- How to maneuver in FAMIS
- How to use inquiries to determine:
 - expenditure and revenue balances;
 - department's available spending balances;
 - if a vendor payment has been processed;
 - the check number of a vendor payment;
 - the remaining balance on an encumbrance; and
- General Ledger or Subsidiary account balance.

Target Audience:

Staff who use project financial information and need access to FAMIS.

Format:

Instructor led hands-on training.

Instructor:

System Control, Finance

Please call the **Automated Training Registration Line (240) 777- 5122 to register**. This system allows employees to obtain information about current training programs quickly and conveniently. It offers class registration and withdrawal by phone. Have the course ID number, your social security number ready when calling to register.

FAMIS INQUIRY GRANTS AND PROJECTS (FAM. 2)

SESSIONS

September 22, 2004
1:00 p.m. to 4:00 p.m.
Class ID #: 60236

November 17, 2004
1:00 p.m. to 4:00 p.m.
Class ID #: 60237

January 19, 2005
1:00 p.m. to 4:00 p.m.
Class ID #: 60238

March 16, 2005
1:00 p.m. to 4:00 p.m.
Class ID #: 60239

May 18, 2005
1:00 p.m. to 4:00 p.m.
Class ID #: 60240

Course Objectives:

To have a clear understanding of:

- Key terms
- How to sign on to the system
- How to maneuver in FAMIS grants
- How to use FAMIS tables and inquiries to review:
 - the non-financial, descriptive information pertaining to a grant or project;
 - the available spending balance of a grant or project;
 - the expenditure and receipt balances of a grant or project;
 - if a vendor payment has been processed; and
 - the check number of a vendor payment.

Target Audience:

Staff who use project financial information and need access to FAMIS.

Format:

Instructor led hands-on training.

Instructor:

System Control, Finance

Please call the **Automated Training Registration Line (240) 777- 5122 to register**. This system allows employees to obtain information about current training programs quickly and conveniently. It offers class registration and withdrawal by phone. Have the course ID number, your social security number ready when calling to register.

FINANCIAL PROCESSING

(FAM. 3)

SESSIONS

September 21, 2004

1:00 p.m. to 4:00 p.m.

Class ID #: 60451

October 19, 2004

1:00 p.m. to 4:00 p.m.

Class ID #: 60452

November 16, 2004

1:00 p.m. to 4:00 p.m.

Class ID #: 60453

December 14, 2004

1:00 p.m. to 4:00 p.m.

Class ID #: 60454

January 18, 2005

1:00 p.m. to 4:00 p.m.

Class ID #: 60455

February 15, 2005

1:00 p.m. to 4:00 p.m.

Class ID #: 60456

March 15, 2005

1:00 p.m. to 4:00 p.m.

Class ID #: 60457

April 19, 2005

1:00 p.m. to 4:00 p.m.

Class ID #: 60458

May 17, 2005

1:00 p.m. to 4:00 p.m.

Class ID #: 60459

Course Objectives:

To provide a clear understanding of:

- Key terms;
- What transactions are to be processed through FAMIS journal entries, accounts receivable, budget entries, etc.;
- How to process documents in FAMIS; and
- What supporting documentation must be forwarded to Finance, OMB or Accounts Payable.

Certification:

Satisfactory completion of this class is required for certification and issuance of security to gain access to the screens or functions.

Prior participation in ADPICS 1 is encouraged.

Target Audience:

Departmental users who are *"preparers."*

Format:

Instructor led hands-on training.

Instructor:

System Control, Finance

Please call the **Automated Training Registration Line (240) 777- 5122 to register**. This system allows employees to obtain information about current training programs quickly and conveniently. It offers class registration and withdrawal by phone. Have the course ID number, your social security number ready when calling to register.

REQUISITION PROCESSING AND DIRECT PURCHASE ORDER PROCESSING (ADPICS 1)

SESSIONS

September 8, 2004

9:00 a.m. – 12:00 noon

Class ID #: 60552

October 5, 2004

9:00 p.m. – 12:00 noon

Class ID #: 60553

November 3, 2004

9:00 a.m. – 12:00 noon

Class ID #: 60554

December 7, 2004

9:00 a.m. – 12:00 noon

Class ID #: 60555

January 11, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60556

February 1, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60557

March 1, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60558

April 5, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60559

May 4, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60560

Course Objectives:

To provide a clear understanding of:

- Key terms;
- How to sign on to the system;
- How to maneuver through ADPICS;
- The requisition and direct purchase order process;
- How to create a requisition;
- How to create a Direct Purchase Order;
- How to correct financial edit errors; and
- How to locate vendor number.

Prerequisite:

Participants should have basic computer knowledge, an overview of the department's policies and procedures as it relates to FAMIS/ADPICS.

Certification:

Satisfactory completion of this class is required for certification and issuance of security to gain access to the screens and functions.

Target Audience:

All operating department users who are "*preparers*." Duties would include preparing requisitions, and direct purchase ordering, etc.

Format:

Instructor led hands-on training.

Instructor:

Procurement Staff

Please call the **Automated Training Registration Line (240) 777- 5122 to register**. This system allows employees to obtain information about current training programs quickly and conveniently. It offers class registration and withdrawal by phone. Have the course ID number, your social security number ready when calling to register.

VOUCHER AND RECEIVING PROCESS

(ADPICS 2)

SESSIONS

September 23, 2004

9:00 a.m. – 12:00 noon

Class ID #: 60651

October 21, 2004

9:00 p.m. – 12:00 noon

Class ID #: 60652

November 18, 2004

9:00 a.m. – 12:00 noon

Class ID #: 60653

December 16, 2004

9:00 a.m.– 12:00 noon

Class ID #: 60654

January 20, 2005

9:00 a.m.– 12:00 noon

Class ID #: 60655

February 17, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60656

March 17, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60657

April 21, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60658

May 19, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60659

Course Objectives:

To provide a clear understanding of:

- Key terms;
- How to create a Direct Voucher;
- When to use a Direct Voucher;
- How to generate a Voucher;
- How to create a Receiving Report;
- How to create an Invoice;
- How to review and post a Voucher;
- How to correct financial edit errors;
- How to cancel an Invoice;
- How to cancel a Receiving Report; and
- What to do with documents that have been rejected and returned to your mailbox.

Prerequisite: Participants should have basic computer knowledge, an overview of the department's policies and procedures as it relates to FAMIS/ADPICS and successful completion of ADPICS. 1 - Requisition Processing And Direct Purchase Order Processing.

Certification: Satisfactory completion of this class is required for certification and issuance of security to gain access to the screens or functions.

Target Audience: All operating department users who are "*preparers.*" Duties would include preparing requisition, direct purchase ordering, and making payments.

Format: Instructor led hands-on training.

Instructor: System Control, Finance

Please call the **Automated Training Registration Line (240) 777- 5122 to register.** This system allows employees to obtain information about current training programs quickly and conveniently. It offers class registration and withdrawal by phone. Have the course ID number, your social security number ready when calling to register.

SESSIONS**September 28, 2004****9:00 p.m. – 12:00 noon****Class ID #: 60739****November 23, 2004****9:00 a.m.– 12:00 noon****Class ID #: 60740****January 25, 2005****9:00 a.m.– 12:00 noon****Class ID #: 60741****March 22, 2005****9:00 a.m. – 12:00 noon****Class ID #: 60742****May 24, 2005****9:00 a.m. – 12:00 noon****Class ID #: 60743****Course Objectives:**

To provide a clear understanding of:

- Key terms
- How to sign on to the system
- How to maneuver through ADPICS
- How to do inquiries on:
 - Requisitions;
 - Purchase Orders;
 - Commodities;
 - Receipts;
 - Invoices;
 - Vouchers;
 - Document Approval; and
 - Vendors.

Prerequisite:

Participants should have basic computer knowledge, and an overview of the department's policies and procedures as it relates to Core Business. Prior participation in ADPICS 1 and ADPICS 2 is recommended.

Target Audience:

All operating department users who are "*preparers*" or "*approvers*."

Format: Instructor led hands-on training.

Instructor: Procurement staff

Please call the **Automated Training Registration Line (240) 777- 5122 to register**. This system allows employees to obtain information about current training programs quickly and conveniently. It offers class registration and withdrawal by phone. Have the course ID number, your social security number ready when calling to register.

ADPICS APPROVAL

(ADPICS 4)

SESSIONS

September 22, 2004

9:00 a.m. – 12:00 noon

Class ID #: 60854

October 20, 2004

9:00 a.m. – 12:00 noon

Class ID #: 60855

November 17, 2004

9:00 a.m. – 12:00 noon

Class ID #: 60856

December 15, 2004

9:00 a.m. – 12:00 noon

Class ID #: 60857

January 19, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60858

February 16, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60859

March 16, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60860

April 20, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60861

May 18, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60862

Course Objectives:

To provide a clear understanding of:

- Key terms;
- How to sign on to the system;
- How to approve and reject a document;
- Requisitions;
- Direct Purchase Orders;
- Vouchers; and
- Direct Vouchers.

Prerequisite:

Participants should have basic computer knowledge and an overview of the department's policies and procedures as it relates to FAMIS/ADPICS. Prior participation in ADPICS 1 is recommended.

Certification:

Satisfactory completion of this class is required for certification and issuance of security to gain access to the screens or functions.

Target Audience:

This course is for departmental "approvers."

Format:

Instructor led hands-on training.

Instructor:

Finance Systems Control Staff

Please call the **Automated Training Registration Line (240) 777- 5122 to register**. This system allows employees to obtain information about current training programs quickly and conveniently. It offers class registration and withdrawal by phone. Have the course ID number, your social security number ready when calling to register.

ENTERPRISE OUTPUT SOLUTION (EOS)

SESSIONS

September 15, 2004

9:00 a.m. – 12:00 noon

Class ID #: 60940

November 10, 2004

9:00 a.m. – 12:00 noon

Class ID #: 60941

January 26, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60942

March 16, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60943

May 25, 2005

9:00 a.m. – 12:00 noon

Class ID #: 60944

(Formerly “ERD”)

Course Objectives:

To provide a clear understanding of:

- What EOS can do for users;
- How to access EOS;
- How to access reports in your directory;
- How to find and search for information in your report;
- How to customize your output through EOS edit commands; and
- How to utilize the help function in EOS.

Prerequisite:

Participants should have basic computer knowledge and an overview of the department's policies and procedures as it relates to Core Business.

Target Audience:

All staff that use financial information and have a need to access departmental financial information in FAMIS.

Format:

Instructor led hands-on training .

Instructor:

DTS Staff

Please call the **Automated Training Registration Line (240) 777- 5122 to register**. This system allows employees to obtain information about current training programs quickly and conveniently. It offers class registration and withdrawal by phone. Have the course ID number, your social security number ready when calling to register.

INTRODUCTION TO eCONTRACT

SESSIONS-

September 15, 2004

9:00 a.m. – 12:30 p.m.

Class ID #: 55879

October 13, 2004

9:00 a.m. – 12:30 p.m.

Class ID #: 55878

November 10, 2004

9:00 a.m. – 12:30 p.m.

Class ID #: 55877

December 1, 2004

9:00 a.m. – 12:30 p.m.

Class ID #: 55876

Call the Automated
Training Line for current
schedule.

PLEASE NOTE:

**PERMISSION TO USE
Econtract IS GRANTED BY
THE COUNTY
ATTORNEY'S OFFICE.
Please contact the County
Attorney's Office prior to
taking this class.**

A new web-based contract development and management system is now available to make the contracting process easier. Training is being provided by the County Attorney's Office to enable you to streamline the steps you take to create a new contract.

Objectives:

To have a clear understanding of:

- What **e-Contract** can do for the user;
- How to submit an insurance request to Risk Management and obtain the insurance requirements online;
- How to create your own vendor list;
- How to write a contract using pre-approved templates or using the Wizard tool;
- How to incorporate mandatory and commonly used clauses into the contract document;
- How to submit contracts for review and approval by the agency approver, County Attorney and Procurement; and
- How to query contract data.

TARGET AUDIENCE: Individuals authorized by the department to prepare, review, and approve contracts.

PREREQUISITE: Participants should have a basic understanding of the Procurement process and computer knowledge.

FORMAT: Lecture, interactive discussion, and class exercises.

INSTRUCTORS: Office of the County Attorney staff.

Please call the **Automated Training Registration Line (240) 777- 5122 to register**. This system allows employees to obtain information about current training programs quickly and conveniently. It offers class registration and withdrawal by phone. Have the course ID number, your social security number ready when calling to register.

NEED MORE HELP?

NEW TO COMPUTERS?



Employees with little or no prior computer experience are encouraged to participate in a PC Basics class or use a self-directed study tutorial prior to participating in any of the CBS classes. Please call the Training staff to reserve time in the computer lab or check our open enrollment class schedule posted at: <http://www.montgomerycollege.org/iti/county/>.

Or via a link at the OHR Resource web page, under Training/Career Development, then Open Enrollment: <http://www.montgomerycountymd.gov/content/ohr/index.cfm>.

AFTER THE CLASS ASSISTANCE

Help Desk - 240.777.2828

Copies of the FAMIS and ADPIC User Manuals are posted at:

<http://portal.mcgov.org/deptmpl.asp?url=/content/finance/systemManuals.asp>

A HELP DESK operated by the Department Technology Services is available to assist users with computer questions. Call the HELP DESK on 240-777-2828. When prompted select: Computers and Networking; and then select Computer support. Or log on to:

<http://helpdesk.mcgov.org/magicsshd>. Use your Log-on ID (e.g. typically first 5 letters of last name/first initial). No password is required. Select 1) IT Support; 2) Initiate a new request. Use “**Other Request**” for the incident subject. You may also track the status of your request at this site.

Instructions for using the Self Service Help Desk can be found in the Outlook public folders under *MCG – IT Help Desk*, or send an email to HelpIT@montgomerycountymd.gov.

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Appendix

Web TV Refresher Videos*

(*NOT INTENDED AS SUBSTITUTE FOR CLASSROOM INSTRUCTION)

Go to

<http://portal.mcgov.org/finance/finance.html>

Check this site out
for class outlines
and other
important CBS
resources!

Systems Control - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address <http://portal.mcgov.org/finance/finance.html>

MONTGOMERY COUNTY EMPLOYEES INTRANET

PORTAL.MCGOV.ORG

Core Business Systems

CBS Home
Provide Feedback
Contact Us

Welcome to the CBS intranet site
- the portal for all your FAMIS/ADPICS needs.

Security Access Request Form	Class Evaluation
FAMIS Reports Description	Refresher Videos
Newsletters	Training Schedule
CBS Forms	User Groups
System Hours	

[Privacy Policy](#) | [User Rights](#) | [Disclaimer](#) - Copyright 2002 Montgomery County

department of **FINANCE**
Streaming Videos

Please CLOSE all other applications and allow few seconds for buffering Videos are in Windows Player format.

ADPICS/famis videos

famis I
famis II
famis III
adpica II
adpica IV

Video refresher training on the County's FAMIS and ADPICS. These streaming video presentations are viewable with [Windows Media Player](#) (which can be downloaded for free).

Before viewing these videos, please have the print out of the related topics handy:

- [FAMIS I: Famis Basic Inquiries](#)
- [FAMIS II: Famis Capital Proj. & Grant Inquiries](#)
- [FAMIS III: Financial Processing](#)
- [ADPICS II: Voucher & Direct Voucher Processing](#)
- [ADPICS IV: Approval Processing](#)

In SLOW networks, click on these links: [FAMIS I](#), [FAMIS II](#), [FAMIS III](#), [ADPICS II](#), [ADPICS IV](#).

If you have difficulty viewing these videos please contact Thuan Vu at 240-777-8881 or email thuan.vu@montgomerycountymd.gov.

WindowsMedia.com

Today
Music
Movies
Radio

Editor's Picks:
radio101 - Top 40
Oceano River Radio - Adult Rock
LAUNCH - R&B
Energy Dance Radio - Dance Hits

Featured Stations:
radio101 - Top 40
Village Voice Radio - Eclectic
WOPR - Classical
Radio Free Virginia - Country

ADPICS II-Approval Processing

Click on symbol to enlarge screen



***Now with
Voice Recognition
and Key-pad Input!***

Using the Automated Training Line 240-777-5122

Office of Human Resources



The Office of Human Resources' Automated Training Line (240-777-5122) now has voice recognition and other new features to make managing your training and career development easier and faster.

Automated Training Line Features

- Complete all transactions by simply answering questions.
- Telephone key pad entry is still available.
- 24-hour per day, seven days per week availability
- Secure

Automated Services

- Register for a class
- Get the training calendar
- Get a course description
- Get a transcript (training record)
 - *Withdraw from a class*
 - *Get the enrollment status before you register*
 - *Get on a class waiting list*
 - *Enroll a group*
 - *Get your training schedule*
 - *Track your tuition assistance application's status*
 - *Get information e-mailed or faxed*

Helpful Tips & General Information

- Supervisory approval is required **prior** to registering for any class.
- Speak clearly at a normal pace or your voice will not be recognized.
- Wait until the computer stops speaking before you speak.
- Say numbers individually (e.g. "five, zero," not "fifty.")
- Some delays may occur as the training line processes your request. You'll know you have finished the transaction when you are thanked for using the *Automated Training Line*.
- Do not put yourself on more than one waiting list per class. Waiting lists will be carried over to the next session.



General Information for ALL transactions	<i>You can</i>	<i>By using <u>Key words</u> or (Numbers& Symbols):</i>
The Automated Training Line will ask you a series of questions and listen for key words or telephone key pad input to begin processing your request. The key words and numbers in the right column apply to all transactions.	Answer a “yes” or “no” question; Have the last option repeated; Transfer to the training staff; Obtain additional instructions; Indicate that you don’t know the answer; and Enter numbers (SSN, Telephone, Fax, Class ID).	<u>Yes</u> (1) <u>No</u> (2); <u>Repeat</u> (9*); <u>Operator</u> (0); <u>Help</u> (*); <u>Don't Know</u> (#); Say the numbers or use the telephone keypad.

Begin here

The Automated Training Line will ask what you would like to do. Answer with Key Words (underlined) or press the keypad numbers (in parentheses) starts the action.

<i>Choose</i>	<i>This function will enable you to</i>	<i>Additional Information</i>
<u>Training</u> (1)	Go to the main menu for all class transactions	
<u>Tuition Assistance</u> (2)	Hear the status of your Tuition Assistance application	The status may be "approved," "pending," or "not received."

If you selected "training," you will be asked if you would like to

<i>Choose</i>	<i>This function will enable you to</i>	<i>Additional Information</i>
<u>Register</u> (1) for a class	<ul style="list-style-type: none"> Use the class number to register yourself for one class. After your first registration you may <ul style="list-style-type: none"> register yourself for <u>another class</u> (2), or register <u>another person</u> (3) into the same class. 	<ul style="list-style-type: none"> Registrations will be accepted until the day before the class starts. Request a class calendar if you do not know the class number. Be sure to <u>finish</u> (1) the remaining steps when you are done. You will know you have completed all steps when you hear the “Thank you for using the Automated Training Line” message.
<u>Withdraw</u> (2) from a class	<ul style="list-style-type: none"> Withdraw from a class. Request the <u>calendar</u> (1) or listen to your <u>schedule</u> if you don’t know the class number. 	You cannot withdraw after the class starts.
Get your <u>transcript</u> (3)	<ul style="list-style-type: none"> Request a list of the classes you have completed. 	Your transcript (training record) will list classes dating back to 1996.
Get your <u>schedule</u> (4)	<ul style="list-style-type: none"> Request a list of the classes for which you are registered or are on the waiting list. 	The schedule will include classes beginning on the date of the request until the end of the fiscal year.
Receive training <u>calendar</u> (5)	<ul style="list-style-type: none"> Request copy of the training calendar. 	
Get a class <u>description</u> (6)	<ul style="list-style-type: none"> Request a copy of a specific class description. For additional class descriptions press “1” or say “<u>another</u>” when prompted. 	Request the <u>calendar</u> (2) if you don’t know the class number.

**Additional Registration Options if a class is full.**

Be placed on the <u>Wait List</u> (1) Register for <u>Another Class</u> (2) Session	When an opening occurs your status will automatically switch to “registered” and you will receive an acknowledgment.
--	--

Information Requests

To receive information by	<i>This function will enable you to</i>	<i>Additional Information</i>
<u>E-mail</u> (1)	Request information via e-mail	<ul style="list-style-type: none"> Confirmations are sent 7 days prior to the first day of class.
<u>Fax</u> (2)	Or Fax. Please use your WORK telephone, fax number, and e-mail address.	<ul style="list-style-type: none"> Acknowledgments are sent immediately. An acknowledgement will be sent to the person whose SSN is used to complete a group registration; but confirmation packets are sent to all registrants.

CORE-BUSINESS ON-LINE SECURITY ACCESS INSTRUCTIONS & FORM

FORM MUST BE COMPLETED BEFORE ATTENDING CLASS

USER ID - YOUR MAINFRAME ID USED FOR ACCESS TO BUD, EOS, PAYROLL, ETC. (REQUIRED)
MEMO ID - USED FOR ACCESS TO "MEMO." (If you have USER ID, NOT REQUIRED)
PRINTER ID - YOUR LOCAL PRINTER FOR REPORTS (I.E. PRK2P, PAIP, ETC.) (REQUIRED)
TERMINAL ID - YOUR PC OR 3270 MAINFRAME SESSION (I.E. FNE5, DOT27, ETC.) (OPTIONAL)
ACCESS AUTHORITY - CONSULT YOUR CHIEF, ASC, OR DIRECTOR FOR ACCESS AUTHORITY

FUND /ORGANIZATION ACCESS - ACCESS WILL BE GRANTED FOR SPECIFIC FUND/ORGANIZATION (SEE EXAMPLES BELOW).

FUND	ORGANIZATION
----	-----
001	***** 1
120	60* 2
401	2570 3
54*	50002* 4
*** *****	5

- 1 - ACCESS FUND 001 AND ALL ORGANIZATIONS.
- 2 - ACCESS FUND 120 AND ALL ORGANIZATIONS STARTING WITH 60.
- 3 - ACCESS FUND 401 AND ORGANIZATION 2570 ONLY.
- 4 - ACCESS FUNDS STARTING WITH 54 AND ORGANIZATION STARTING WITH 50002.
- 5 - ACCESS ALL FUNDS AND ALL ORGANIZATIONS.

PROJECT/GRANT ACCESS - ACCESS WILL BE GRANTED TO APPROPRIATE TABLE MARKED (SEE EXAMPLES BELOW)

FROM	DETAIL	TO	DETAIL
-----	-----	-----	-----
2597ET	*****	2598*	***** 1
2598*	02	259899	02 2
41*	47*	*****	3
F10*	95	F11*	96 4
F60017	96	F60017	96 5
F*	*****	F61*	***** 6

- 1 - ACCESS PROJECTS STARTING FROM 2597ET THRU PROJECTS STARTING WITH 2598 AND ALL DETAIL INFORMATION.
 - 2 - ACCESS PROJECTS STARTING WITH 2598 THRU 259899 WITH ACCESS TO 02 (LAND) DETAIL.
 - 3 - ACCESS PROJECTS STARTING WITH 41 THRU PROJECTS STARTING WITH 47 AND ALL DETAIL INFORMATION.
 - 4 - ACCESS GRANTS STARTING WITH F10 FOR FY95 ONLY THRU GRANTS STARTING WITH F11 FOR FY96 ONLY.
 - 5 - ACCESS F60017 GRANT FOR FY96 ONLY.
 - 6 - ACCESS ALL GRANTS THRU GRANTS STARTING WITH F61 AND ALL DETAIL INFORMATION.
- NOTE: THE "*" DENOTES A WILD CARD FOR SPANNING THRU RECORDS INSTEAD OF ENTERING EACH SPECIFIC FUND/ORGANIZATION OR PROJECT/GRANT INFORMATION.

Core-Business Online Security Access

Please Print Clearly

User Name: _____

User ID: _____ Windows ID: _____ Terminal ID: _____

Phone No: _____ Printer ID: _____ User Dept No: _____

Core Business Class: _____ Mailbox Dept No: _____

Department Name: _____ Director Signature: _____

Fund: _____ Organization: _____ Fund: _____ Organization: _____
Fund: _____ Organization: _____ Fund: _____ Organization: _____ Fund: _____
Organization: _____ Fund: _____ Organization: _____ Fund: _____
Organization: _____ Fund: _____ Organization: _____

The above named individual shall have access to data for the organizations listed above. Mark an 'X' beside the appropriate security feature:

Approver _____ Reviewer _____ Preparer _____ Inquiry _____

Department Security Administrator Signature: _____

If the individual listed above has Project or Grant access, please update the following fields.

Project				Grant			
From	Detail	To	Detail	From	Detail	To	Detail
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

To be filled by Core-Business Instructor

Certification Date: _____ Instructor Name: _____

If individual is not certifiable, please fill out Denial of Certification form and send to the appropriate department.

Please send this form to the DIST Security Administrator for the class given above.

DIST _____ FIN _____ PRO _____

DTS EOS System Access Security Approval Form

In order to become an Enterprises Output Solutions (EOS) user, you must have attended a class. Please provide the following registration information below:

- 1) Employee Name: _____

LASTFIRSTMI.
- 2) Job Class or Working Title: _____
- 3) Telephone No. (7 digits): _____
Fax No.: _____
- 4) Employee Mainframe Login ID: _____
- 5) Local Printer ID: _____
- 6) Work Address/Floor/Rm. No.: _____
- 7) List Reports by Your Director: _____

Report No. Title	Dept/Org 4-digits
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 1) Please have your Dept. Director or his Designee sign this form below:

Name: _____

LASTFIRSTMI.

Title: _____

Signature: _____ Date: _____

Please Fax To: (240) 777 2856 or mail the completed form to: **Mike W. Butler at DTS (COB, 3rd Floor)**. Your Access should be available within 10 days. Please call **Mike at (240) 777 2970** if your Access is not available after the 10 days has elapsed.

Core Business System Security Agreement

As a Core Business System's certified user, I have received an access code and confidential identification code. I fully understand and agree to the following:

I have access to confidential, personnel information and financial data. I am responsible for the proper use and security of the information, including printed reports.

I am also responsible for the security for my access code to the system. I must not permit any other employee or individual the use of this data by borrowing my identification code.

Improper use of this information or of the access code may result in a disciplinary action under the Montgomery County Ethics Law, Chapter 19A, Montgomery County Code or prosecution under Maryland Code, Article 27, Section 146.

Signature: _____

eContract Access Request Form

_____ requests approval for _____
(Department Name) (User name)
to be assigned a logon-id to eContract – Electronic Contract Development System.

The above user will have the following roles in the system: (check only the roles that apply to the user's job):

- ___ **Contract Administrator** (Person who prepares the contract, submit insurance request to Risk Management, obtain vendor approval and signature).
- ___ **Department Reviewer** (Person who is authorized to review contracts as prepared by the Contract Administrator for the department).***
- ___ **Department Approver** (Person who is authorized to approve and sign contracts for the department. This is normally the director for the department or his/her designee.)
- ___ **Para-legal and County Attorney *****
- ___ **Procurement Specialist**
- ___ **Risk Management staff** member who reviews insurance requests.

***Check here if you want to apply your signature to the contract electronically:

- ___ Yes, I want to apply my signature to the contract electronically upon approval.
- ___ No, I will sign the contract manually.

I understand that the password issued to me shall not be used by any other individual and that unauthorized use of my password or a breach of any security procedures related to the use of my password is considered a violation of the County security. I understand that I must attend the eContract Introduction Class before using the eContract system.

User signature Date

User work phone

User email address

The above named user is under my immediate supervision and I am requesting that he/she be given a login-id and password into the eContract system. The role(s) identified above is correct.

Supervisor Name

Supervisor signature Date

Supervisor work phone

Supervisor email address

To be completed by eContract Security Administrator:

User Logon-id: _____ Password: _____

Send the form by mail to: Ida Hsu, Office of the County Attorney, 101 Monroe Street, 3rd Floor, Rockville, Maryland. Or by fax to: Ida Hsu Fax No. 240-777-6705